

## CHAPTER 7

### 7-1 AUSTRALIA(AS) - GENERAL INSTRUCTIONS

REVIEW DATE: 26 MAY 04

#### 1. SHIPMENT INSTRUCTIONS:

##### a. **WEIGHT RESTRICTIONS:**

###### (1) **FOR ALICE SPRINGS AND DET 9, LEARMONTH, WESTERN AUSTRALIA:**

Furnished Government housing is available, including washer, dryer, and refrigerator. Accompanied or unaccompanied members are authorized 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater, plus baggage allowance for member and dependents when member is on accompanied tour.

(2) No weight restrictions identified to other locations.

##### b. **CONSIGNMENT INSTRUCTIONS:**

(1) Effective 01 April 2000, the 337th ASUF (refer to record 7-4) is responsible for all shipments to/from Australia except those destined for Alice Springs. DOD personnel are generally assigned to locations in states/territories listed below. Please review locations carefully and follow routing instructions in Paragraph c. Although Code 4 rates are available, the preferred method of shipment to the following state/territories is Code T:

(a) New South Wales (N.S.W.) which includes: Sydney, RAAF Richmond, Williamtown, Nowra, Singleton, and Moorbank.

(b) Australian Capital Territory (ACT), which includes: Canberra, US Embassy, and RAAF Fairburn.

(c) Victoria (VIC), which includes: Melbourne, Bandiana, Bendigo, Macleod, Queenscliff, and Puckapunyal.

The states/territories listed below are OTO areas. A cross-reference of OTO APOs/FPOs served is specifically identified in record 7-4, 337 ASUF Canberra. The preferred method of shipment is OTO Code 4 (household goods) and OTO Code 8 (unaccompanied baggage).

(d) Queensland (QLD), which includes: Brisbane, Toowoomba, RAAF Amberly, Canungra, and Townsville.

(e) South Australia (SA), which includes: Adelaide and RAAF Edinburgh. (CH)

(f) Western Australia (WA), which includes: Perth, DET 9 Learmonth Solar Observatory, and Geraldton.

(g) Northern Territory (NT), which includes: Darwin and RAAF Tindal. For personnel assigned to Alice Springs - refer to record 7-3.

(h) Tasmania - Entire state.

##### c. **ROUTING INSTRUCTIONS:**

(1) Code 4 and T rates are available to locations in New South Wales, Australian Capitol Territory, Victoria and southern Queensland. All

other areas (except Alice Springs) fall into the One Time Only category.  
Codes 4, T and 8 rates are available for shipments to Alice Springs.  
Shipments may experience delays dependent upon availability of airlift into  
Australia.

(2) Personnel are normally assigned to fully furnished lodging facilities upon arrival. Recommend personnel assigned to areas in Australia that have a servicing APO, mail personal items in lieu of unaccompanied baggage and apply for reimbursement IAW JFTR U5320D. Provide receipts with weight of each box at time of in-processing. Members should check with sponsor for APO restrictions.

(3) **Shipments of HHG and UB for Retired/Separated/Early Return of Dependents:** Route HHG Code 4 only. Do not send these shipments Code T or by DPM surface. Route UB Code 8 only. Do not send shipments Code J.

(4) **ONE-TIME-ONLY RATE AREAS:** The following locations in Australia are designated one-time-only Code 4 and Code 8 rate areas: Tasmania, South Australia, Western Australia, Northern Territory (excluding Alice Springs), and Townsville, Queensland. Do not use Codes T, J, and DPM shipment to these areas.

(5) **FOR ALICE SPRINGS:** Recommend shipping baggage-type item via APO channels. Consign to unit of assignment and mark for the member. Do not consign to TMO. If a UB shipment is necessary, Code 8 is the preferred method.

d. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

## 2. **CUSTOMS CLEARANCE PROCEDURES, QUARANTINE REQUIREMENTS, AND RESTRICTIONS:**

a. To prevent any delay in customs/quarantine clearance, mandatory items requiring inspection should be placed in the number one container. Inventory should be attached to the number one container for both HHG and UB. A copy of the inventory should be mailed to the destination TMO and the member should hand carry a copy of the inventory to the TMO to ensure one is received. Without an inventory, shipment may be delayed pending customs and quarantine inspection.

b. No customs/quarantine clearance capabilities exist at Alice Springs. Code T shipments are cleared at RAAF Richmond (APOD); all other shipments clear at the WPOD or commercial APOD. RDD should take into consideration at least two weeks for clearance processing at all locations.

c. **PACKING CONTAINERS:** Outer wood containers for HHG and UB must be in good and sound condition. Wood crates, cases, pallets, or dunnage must be free of bark and treated by a method approved by the Australian Quarantine and Inspection Service (AQIS). Containers, including the underside of skids used for packing and shipping or mailing goods to Australia must be clean and free from soil, dirt, or plant/animal contaminants such as grain, flour, meat, bone, hide, and skins. Boxes used to pack fresh fruit, vegetables, meat, poultry, or poultry products are prohibited. Violations will result in refusal by AQIS to allow the containers into the country.

d. **PACKING MATERIALS:** Straw packing, rice hulls, cereal straw, and similar plant materials are prohibited and must not be used for packing. Shredded paper, wood-wool, or synthetic packing materials are acceptable as long as they are not contaminated with material that could be a quarantine risk. Also acceptable are sawdust, strawboard, granulated cork, peat, perlite, and vermiculite.

e. **QUARANTINE RESTRICTIONS:** To prevent the outbreak of diseases and infestation harmful to agriculture, Australia prohibits the importation of many items of plant or animal. Damage or loss resulting from quarantine treatment or seizure, may not be considered shipping damage or loss for claims purposes. Members may be liable for the cost of treatment, which is not reimbursable.

(1) Items subject to mandatory fumigation or heat treatment which may damage or destroy the item include: wood furniture containing "bore holes" or any other signs of pest infestations, goods made from bamboo or cane (in whole or part); dunnage (unless re-exported); and wooden ware from Asia and Southeast Asia. Antique furniture is subject to fumigation whether signs of infestation exist or not. Only wooden antiques known to be over 100 years old should be identified as "Antique" on the inventory.

(2) Items subject to mandatory heat treatment, which may damage or destroy them include: articles made from cereal straw; dried flower arrangements (including grass); pinecones; and sphagnum moss. This includes decorations made of plant material whether living or dead, or parts of plant material, such as Christmas wreathes and pinecone decorations.

(3) Any material of plant origin likely to carry plant disease or pest is subject to plant quarantine, whether listed or not. Prohibited food or plant origin and other plant material include: plants, vegetables, and fruits (including citrus peel and some dried matter); date, currants, grains, cereals, nuts, peas, and beans (including coffee beans; peanuts; and dried beans); seeds (including popcorn, and herbs or spices containing seeds); rice (unpolished), garlic, and yeast. Plant matter subject to quarantine includes: balsa wood, bamboo (including handles and fishing rods), bay leaves, bird seed, brooms, camel seats and saddles, cane, wooden clothes hangars, clothes pins from Asian sources, flour, jute, wooden mallets, mats (straw, grass, sea grass, coir, coconut, fiber), rattan furniture, wooden sports equipment from Asian sources (including India, Pakistan, and Sri Lanka); rifle and gun stocks from Asian sources, raw cotton rugs, raisins, and science sets containing insects or plants.

(4) Animal products parts of animals and related materials are subject to quarantine control. Some (such as birds nests and previously used egg crates) are prohibited. Others may require inspection or treatments. These include honey and other bee products, dog chews made from hides or skins, native artifacts, and enzymes. No poultry products or meat products (except some canned meats - check with your sponsor) will be allowed into Australia. No pig meat (even canned) or product which may contain pig meat, may be shipped into the country. If these items are found in a shipment, AQIS will confiscate and destroy them to prevent the spread of diseases such as rabies and Newcastle disease.

f. **CLEANING REQUIREMENTS:**

(1) Outside recreational equipment and gardening implements must be free of dirt, soil, and grass clippings. These items should be packed in the number one container for inspection. If the items are not clean, they will be removed for cleaning at the owner's expense. It is very important to clean weed eaters, lawn mowers, bicycles, tricycles, barbecues, and lawn equipment before shipping.

(2) Furniture, vacuum cleaners, etc., should be free of food particles, crumbs, and soil. Remove vacuum cleaner's bag prior to shipment.

g. Items associated with farming or farm animals are, for the most part, prohibited. Examples are saddles, bridles, reins, etc. If shipped into Australia, they will be subjected to quarantine treatment. Contact your nearest Australian Consulate for more information.

h. Because of the extensive restrictions, it is better not to ship food into the country. If permitted to be shipped, food, plant, or animal material should be placed in the number one container for inspection. This is the member's responsibility. If not done, it could cause a delay in the delivery of the shipment due to the delay in quarantine clearance.

### 3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages cannot be imported in personal property shipments of HHG or UB. Duty free entry of alcohol is only allowed in the member's accompanied baggage and is limited to one liter.

b. **CIGARETTES/TOBACCO PRODUCTS:** Tobacco products cannot be imported in personal property shipments of HHG or UB. Duty free entry of tobacco products is only allowed in the member's accompanied baggage and is limited to 250 grams of tobacco.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFF AND MEATS:** Pay close attention to the customs restrictions in paragraph 2 above.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** For personal use.

### 4. ELECTRICAL EQUIPMENT:

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** Most American TVs broadcast in the format approved by the National Television Standards Committee (NTSC). Australian televisions operate on Phase Alternate Lines (PAL), which is the European standard for broadcasting. NTSC TVs will only operate in conjunction with NTSC VCRs and NTSC produced video cassettes. A NTSC TV cannot pick up the PAL signal without a converter box. It is available at considerable expense. Last priced at \$600.00 Australian Dollars.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Appliances such as a refrigerator, freezer or other refrigerant type appliance must **NOT** operate on the following refrigerant gases - R11, R12, R113, R114, R500 or R502. Items containing refrigerant with any of the above gases will be confiscated. Member will be instructed to convert appliance to an environmentally friendly refrigerant or pay for reshipment/destruction. (CH)

5. **FURNITURE, OVERSIZED:** For Alice Springs and Det 9 Learmonth Western Australia: Houses are small and all rooms are furnished. Check with sponsor. No storage is available in Australia for items of furniture too large to fit in housing.

6. **PETS/QUARANTINE:** Extended period of quarantine (6-9 months) is required for pets shipped to Australia. Shorter periods of quarantine may occur if requirements for pet import is initiated earlier. Member should contact the nearest Australian Consulate for details.

7. **PRIVATELY OWNED FIREARMS (POF):**

a. Due to stringent Australian gun laws and costs involved, members are strongly advised not to import a firearm. Members will be responsible to meet all requirements for possessing guns, to include, being an active member of an Australian gun club and firing the weapon at least once a month. The Government of Australia has prohibited entry of the following firearms, self-loading (automatic or semi-automatic) rim fire rifles, self-loading center fire rifles, self-loading shotguns, and pump shotguns. Unapproved weapons shipped to Australia will be required to be exported at the member's expense. For all other firearms, (any weapon capable of firing a projectile), approval must be obtained by the member through the destination TMO, Chief of Mission, and Australian Government before shipping firearms in HHG or UB. All firearms will be put in the number one container to facilitate clearance.

b. Shipment of ammunition/explosives to all areas is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** United States Forces members under the Status of Forces Agreement (SOFA) are entitled import one duty free vehicle/motorcycle.

(1) All vehicles imported under SOFA **MUST** be exported at the completion of member's tour of duty. The only exception is you may sell your vehicle to another SOFA member with the prior approval from the Australian Customs Service.

(2) A second vehicle such as a motorcycle or moped in your personal property shipment is **NOT** authorized. The Australian Customs Service will confiscate motorcycles or mopeds shipped illegally and either export at member's expense or have the motorcycle or moped destroyed.

(3) SOFA personnel entitled to ship a POV **MUST** obtain a Vehicle Import Approval prior to shipping their vehicle. An application can be obtained at the following website:  
<http://www.dotars.gov.au/transreg/vsb10.pdf>. Download the application and print pages 20-23. This document must be 100% accurate and completely legible. If the application is not legible, the Australian government will not process the application. Type-written is preferred. Once the application is completed, a legible original application, a legible copy of the vehicle registration and/or title with the Vehicle Identification Number (VIN), and a statement indicating the month/year member purchased the POV must be mailed to the destination transportation office. **Fax copy is not acceptable.** Member must provide a current e-mail address or fax number to receive the approval to import. The destination transportation office will retain the original approval. The approval process will take approximately 30 days. If the POV arrives prior to acquiring the approval, the Australian government **WILL** refuse entry to the POV. POV will be re-exported to CONUS/Origin at member's expense. Members should contact their sponsor or destination transportation office for specific information concerning shipment of POVs. The following are instructions for completing the application for approval to import a vehicle:

**DISREGARD PAYMENT REQUEST - LEAVE BLANK**

**Part 1.** Is this your first application: Check "Yes"

A. SURNAME: Last Name, First Name, Middle Initial, Title (Mr. or Mrs.), Date of Birth with the birth month spelled out (March NOT 03). Do not complete any other portion.

**Part 2.** Leave Blank

**Part 3.** Vehicle Details: (example in parenthesis)  
Year of Manufacture: (2000), Make of Vehicle: (Chevrolet),  
Model: (Suburban), Vehicle Identification Number (VIN): 17  
Alphanumeric number on Vehicle Title or Registration. Must be  
100% accurate.  
Total number of vehicles: 1  
Location of vehicle: USA  
Country which vehicle was first offered for sale: USA  
**Parts 4 thru 11** - Do not apply as your POV is a SOFA vehicle.

Do

not complete.

**Part 12.** - Payroll Signature and date with month spelled out.

(4) SOFA vehicles should be owned six months prior to arrival into Australia. The following applies:

(a) Owned 6 months or less - POV can remain in Australia for only two years. No extensions are authorized.

(b) Owned more than 6 months - POV can remain in Australia over two years. Extension can be authorized.

(5) Military members who are assigned to Australia are advised that they could incur costs associated with modifications required prior to registering the vehicle. These costs can run from \$5.00 - \$1000.00. Most vehicles require a change/realignment of headlights and amber turn signals. Members can choose to store their vehicle at government expense based on the requirements set forth in the JFTR Para U5466 A.1.b.

(6) Right hand drive vehicles from countries other than Australia are not recommended. These vehicles do not meet Australian Design requirements, are not fitted with an Australian Compliance Plate and are not authorized to convert to Australian specifications. It is not recommended to import this type of vehicle into Australia as it must be exported, sold to a SOFA member or destroyed at the completion of your tour. A right hand drive cannot be imported to CONUS, unless it is converted to meet U.S. safety and emission standards, which may cause major expenses to the owner.

(7) Due to lengthy transit times and registration requirements, personnel attending the Australian Defense Force College in Weston Creek ACT Australia for a one-year tour should contact their destination transportation office for additional information.

(8) Members who enter Australia under diplomatic status are not entitled to import a POV into Australia (unless the POV meets all Australian standards to include right hand drive). Personnel in diplomatic status are authorized to purchase a vehicle, sales tax and duty free. For DOD civilians not under SOFA or diplomatic status, please contact the destination TMO for additional information. An imported vehicle must comply with state and territory registration and requirements. All imported vehicles will have a security bond up to 95 percent of the purchased amount of the vehicle. a 3 percent Stamp Duty is payable in some states upon registration.

(9) Advanced notification is urgent and necessary to ensure proper clearance and routing. The destination TMO requires the following vehicle information: year, make, model, color, serial number (VIN), state/license number; purchase price, purchase date, name/location of dealership/seller.

(10) Inbound POV's destined to Northern Territory (including Alice Springs), South Australia and Western Australia must be routed to Port of

Adelaide, South Australia (VB1). Personnel assigned to units in New South Wales and the Australian Capital Territory, route to Port of Sydney (VC1). Personnel assigned to units in Queensland, route to Port of Brisbane (VC3). Personnel assigned to units in Victoria, route to Port of Melbourne (VB2). Effective January 1, 2004, consign all vehicles to the following contractors based on the final destination: (CH)

a. Personnel assigned to Alice Springs, Northern Territory consign to: PLM Global Management PTY LTD, 17 Robe Street, Adelaide, SA 5015. Phone: 011-61-8-82401977; Facsimile: 011-61-8-8240-1991. (CH)

b. Personnel assigned to all other areas except Alice Springs, Northern Territory consign vehicle to: ABX/Logistics Services, P.O. Box 386, Hindmarsh, SA 5007. Phone: 011-61-8-8416-8100; Facsimile: 011-61-8-8416-8199.

(11) Trailers for jet skis, motorcycles, mopeds, etc. shipped in your personal property shipment require approval to import. The approval **MUST** be received prior to shipment. If approval is not received, shipment will be held in SIT at origin. Instructions for completing the application for approval to import vehicle are listed in para (3) above. The completed application **MUST** be mailed to the destination transportation office. FAX copy is not acceptable. Member must provide a current e-mail address or fax number to receive the import approval. The destination transportation office will retain the original approval. The approval process will take approximately 30 days.

(12) POVs destined to Australia and built prior to 1995 must **NOT** contain one of the following refrigerants for the air conditioning system: R11, R12, R113, R114, R500 or R502. Automobiles manufactured after 1996 should meet the requirements, however, it is highly recommended to check your individual vehicle. If your POV contains any of the above refrigerant gases, you must modify your air conditioning system to operate on a HCFC based refrigerant. Failure to comply will result in Australian Customs Service seizing your POV. Hand-carry all modification documentation. (CH)

b. **MOTORCYCLES/MOPEDS:** See paragraph 8.a.(2). SOFA members are authorized one duty free vehicle. If your motorcycle or moped is your one duty free POV, it may be included in your personal property shipment. Ensure year, make, model and VIN is included on you inventory. An approval to import a vehicle **is** required prior to shipment. This applies to motorcycles or mopeds shipped as POV or as household goods. If approval is not received and motorcycle or moped is shipped as personal property, shipment will be held in SIT at origin pending receipt of approval to import. Instructions for completing the application for approval to import a vehicle are listed in para 8.a.(3) above. The completed application **MUST** be mailed to the destination transportation office. **FAX copy is not acceptable.** Member must provide a current e-mail address or fax number to receive the import approval. The destination transportation office will retain the original approval. The approval process will take approximately 30 days.

c. **GASOLINE/CATALYTIC CONVERTERS:** Vehicles being imported into Australia are exempt from the removal of catalytic converters.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) There are no restrictions on importing a left hand drive vehicle. Vehicles manufactured outside Australia and registered to a SOFA status member is not required to be converted to right hand drive. Sale of a SOFA vehicle that has been imported into Australia can be sold to another



SOFA member only. Members must plan to export the vehicle they import.

(2) Vehicles must be in good condition prior to shipment.

(3) Alterations to the normal specifications of vehicle are not recommended and must be brought to the attention of the destination TMO prior to shipment. Certain alterations (changes to the chassis, oversize tires, small steering wheels etc.) will prevent registration for normal road use.

e. **OTHER:** Left-hand drive vehicles brought into Australia will need to have the headlights adjusted to point to the left rather than to the right. This is to accommodate driving on the left side of the road rather than the right.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Pay close attention to the customs restrictions in paragraph 2 above.

11. **TRANSMITTING EQUIPMENT:**

a. **CB AND HAM RADIO EQUIPMENT:** An individual importing CB or Ham radio equipment must obtain an operator's license from local Australian authorities. Individuals presenting a current US operator's license and registering with the local communication agency can obtain a license. If the member does not have a current US license, one will not be issued. Equipment must be tested prior to operation to ensure it complies with Australian standards. There are 35 worldwide manufacturers of this equipment which have been tested and approved for operation in Australia. If the equipment being imported is not listed as approved, it must be released to the local communication agency for testing. If modification is required, parts and cost of labor will be the member's responsibility. Parts and labor are expensive.

b. **MARS EQUIPMENT:** MARS frequencies are not approved for operation in Australia.

c. **DISH ANTENNAS:** Satellite dishes are authorized, however, they may not be compatible with Australian systems. Members import satellite dishes at their own risk.

d. **CORDLESS PHONES:** Cordless phones may be imported, but may not operate properly in Australia.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/DEPENDENT LIMITATIONS:**

a. DD Form 1299 must identify point of contact, address, and phone number within Australia.

b. Retired/separated members should be advised a contact point in Australia is critical. Customs/quarantine clearance of their goods cannot be accomplished without the necessary documentations, Australian Customs Form B-534 and all pages of their passport. Member should also be advised the PPGBL will not cover the cost of Australian customs/quarantine clearance and all costs will be borne by the member. The member must make arrangements through their agent or customs broker for the clearance of all personal property shipments. Retired or separated personnel, who wish to ship a POV into Australia, should contact the nearest Australian Consulate for the Australian federal and state requirements for importing a foreign vehicle. All costs for Australian customs/quarantine clearance and required modification of POV

are the member's responsibility. The Australian Customs Form B-534 is available at [www.customs.gov.au/resources/files/b534.pdf](http://www.customs.gov.au/resources/files/b534.pdf).

c. **Shipments of HHG for Early Return of Dependents (ERD):** ERD shipments are not covered under the Status of Forces Agreement (SOFA). Dependents on ERD orders are not entitled to duty free entry of their personal property (HHG or POV). Completion of the Australian Customs Form B-534 is required, along with a copy of all pages of their passport. The dependent acting as the receiving agent will be required to make arrangements to clear the shipment through customs and pay any duty. Customs/quarantine clearance of dependents personal property cannot be accomplished without the Australian Customs Form B-534 and photo copies of all pages of their passport. The Australian Customs Form B-534 is available at [www.customs.gov.au/resources/files/b534.pdf](http://www.customs.gov.au/resources/files/b534.pdf). Contact the nearest Australian Consulate for Australian federal and state requirements for importation requirements. All costs for Australian custom/quarantine clearance and required modifications are the members responsibility.

13. **OTHER:**

a. HHG and POV entitlements for personnel in diplomatic status differ from those under the SOFA. Personnel in diplomatic status should contact the destination TMO for further information prior to shipment.

b. **Boats:** Members must be briefed on the excess costs for shipping boats or canoes that are 14 feet or longer.

c. Members are encouraged to read the General Instructions for Australia from the PPCIG and obtain a copy of the welcome package from their respective gaining unit/pep administrator. Any questions regarding shipment of HHG or POV to Australia should be directed to the destination TMO prior to shipment.

d. USNPEP - [usnpep@bigpond.com](mailto:usnpep@bigpond.com)

e. USAPEP - [armypepau@bigpond.com](mailto:armypepau@bigpond.com)

f. USAFPEP -

## CHAPTER 16A

### 16A-1 BOSNIA AND HERZEGOVINA - GENERAL INSTRUCTIONS

REVIEW DATE: 15 JAN 04

#### 1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** As per JTR/JFTR
- b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.
- c. **HARD LIFT AREA:** No restrictions identified
- d. **UNACCOMPANIED BAGGAGE (UB):** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** No shipments can be cleared through BH customs office prior to the member's arrival at post. To avoid unnecessary demurrage charges, past strongly suggests shipments be timed to coincide with the employee's arrival at Sarajevo.

#### 3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:** No restrictions identified
- b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions identified
- c. **COSMETICS:** No restrictions identified.
- d. **FOODSTUFFS/MEATS:** No restrictions identified
- e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified

4. **ELECTRICAL EQUIPMENT:** Primary power in Bosnia is 220V/50HZ. Voltage regulators and/or uninterruptible power supplies should be brought for sensitive electronic equipment, i.e., computers, stereos. Post issues two step-down transformers per housing unit for use with 110 volt appliances. A complete welcome kit is supplied for use until an employee's HHE shipment arrives. This kit includes kitchenware, a coffeemaker and toaster, china, glassware, flatware, iron, ironing board, bedding and towels.

- a. **HOME COMPUTERS:** No restrictions identified.
- b. **TVs/VCRs:** No restrictions identified.
- c. **OTHER (i.e. COMPATABILITY, ETC):** No restrictions identified

5. **FURNITURE, OVERSIZED:** Permanent housing in Sarajevo consists of short-term leased government-furnished quarters. The Embassy's Interagency Housing Board (IAHB) assigns housing in accordance with the space standards in 6 FAM 720. Housing assignments are usually finalized two months prior to the employee's arrival, provided that post has accurate arrival information. The IAHB makes assignments based on the units available at the time of the employee's arrival, considering employee preferences and special circumstances when possible. The embassy housing pool includes apartments, townhouses and some single family homes. The quality of available housing in Sarajevo has improved in recent years, but units with a lot of storage space continue to be hard to find. Some employees detailed or seconded to international organizations are on a living quarters allowance (LQA) and do

not receive embassy-leased housing. Employees must keep lack of storage in mind when planning shipments; post cannot provide warehouse space for employees' personal effects. Garages here tend to be smaller than in the United States and larger vehicles such as SUVs are sometimes a tight fit. Post provides major appliances, including, two-room air conditioners, refrigerator/freezer, washer and dryer and a microwave oven. Optional items such as portable fans and space heaters are available on request. The Post housing handbook gives a full listing of household furnishings and appliances provided by post. New arrivals are provided with a welcome kit, which includes flatware, silverware, basic kitchen appliances, vacuum cleaner, pots and pans, and bedding and bath linens until household effects arrive.

6. **PETS/QUARANTINE:** There is no prohibition on bringing pets into Bosnia. A recent vaccination record is required to import animals. Most hotels do not accept pets and most embassy residences do not have yards for larger animals. Procedures for shipping animals vary from airline to airline - check carefully when planning to bring in a pet. Employees are responsible for any pet damage to embassy housing or furnishings.. Good veterinary care is available in Sarajevo.

7. **PRIVATELY OWNED FIREARMS (POF):** Firearms and ammunition are prohibited at post.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** Employees assigned to Sarajevo may ship a POV no older than seven years to Post. Accredited diplomats may register their vehicles free of charge, there is a fee of about \$100. per year for registering a vehicle for those with administrative and technical status. Employees should hold a valid US driver's license to operate a vehicle in Bosnia. Cars older than seven years at the time of import must be exported upon the end of the employee's tour in Bosnia - they cannot be sold in Bosnia. For this reason post strongly recommends that personnel avoid importing cars older than seven years. Dealer service of US Spec vehicles is unavailable here, but local mechanics can fix many problems. Audis, Renaults, and Volkswagens are sold and serviced in the Sarajevo area. Four wheel drive vehicles are highly recommended as roads in Bosnia are rough and icy in winter.

b. **MOTORCYCLES/MOPEDS:** Motorcycles can be shipped to post with HHE, but be aware operating a motorcycle in Bosnia cannot be considered safe given local traffic conditions and rough roads.

c. **GASOLINE/CATALYTIC CONVERTERS:** Lead-free gasoline is readily available.

d. **INSURANCE/SAFETY REQUIREMENTS:** Bosnian law requires purchase of third party liability insurance from a local company. This insurance is available at a discount through an embassy contract.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified..

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restrictions identified

b. **AMATEUR/HAM RADIO:** Special permit required

- c. **MARS EQUIPMENT:** Special permit required
- d. **DISH ANTENNAS:** No restrictions identified.
- e. **CORDLESS PHONES:** No restrictions identified

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation, or relocating dependents to Bosnia-Herzegovina should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Bosnia-Herzegovina..

13. **OTHER:** None.

**16A-2 AMERICAN EMBASSY, SARAJEVO, BOSNIA AND HERZEGOVINA (BH)**  
**REVIEW DATE: 15 JAN 04** **MULTI-SERVICE**

**1. GENERAL:**

- a. **GBLOC:** UKDZ
- b. **DODAAC:**
- c. **POC:**
- d. **E-MAIL:** CSSARAJEVO@STATE.GOV
- d. **TWX:** amembassy Sarajevo//gso//
- e. **MAIL:** GSO/Shipping  
Department of State  
7130 Sarajevo Place  
Washington, DC 20521-7130
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Sarajevo International Airport - SJJ  
**WPOD:** N/A
- h. **DSN:** None **COMM:** Embassy ++387 33 44 57 00
- i. **FAX:** DSN: None **COMM:** Fax ++387 33 44 57 00/2245

**2. CONSIGNMENT INSTRUCTIONS:** This is a one-time-only (OTO) rate area. Submit OTO request for HHG via Code 6 and UB via Code 8 by message to CDRSDDC ALEXANDRIA VA//SDPP-PO. Consign to member, American Ambassador, American Embassy, Alipasina 43, Sarajevo, Bosnia and Herzegovina, ATTN: Employee's name. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV.

**3. SPECIAL INSTRUCTIONS:** Refer to 16A-1 Bosnia-Herzegovina General Instructions.

1. GENERAL:

- a. **GBLOC:** ULNC
- b. **DODAAC:** N68088
- c. **E-MAIL:** [TransOffice@lisbon-nse.navy.mil](mailto:TransOffice@lisbon-nse.navy.mil)
- e. **TWX:** COMUSNAVEUR DET IBERLANT SUPP CMO//JJJ// (CH)
- f. **MAIL:** TRANSPORTATION OFFICER (CH)  
CINCUSNAVEUR DET. USNSE  
NATO/JOINT HQ LISBON  
PSC 807 BOX 82  
FPO AE 07629-0082
- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- h. **APOD:** None  
**WPOD:** LISBON, PO-KA1, POVs: Cadiz, SP-KJ1
- i. **DSN:** None **COMM:** 011-351-21440-4444 (Voice Mail) or  
011-351-21440-4310 (USNSE)
- j. **FAX:** **DSN:** None **COMM:** 011-351-21440-4307

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG AND UB:** (See Note 3). Consign all shipments to ITO, CINCUSNAVEUR DET, US NATIONAL SUPPORT ELEMENT, JOINT HEADQUARTERS LISBON, c/o DPM Contractor: UTS-Gauntlett International Transportes, Lda., Centro Empresarial Sintra-Estoril, Armazem L, Estrada de Albarraque, Linho, 2710-297 Sintra, Portugal, at 011-351-21924-2917, FAX 011-351-21924-3004. Please submit manifest and notification of shipment to above address. (CH)
- b. **ITGBL HHG AND UB:** Consign to member at unit of assignment. Annotate PPGBL "Carrier will notify ITO prior to delivery to placing in storage."
- c. **PARCEL POST:** Consign to member's name, at JOINT HEADQUARTERS LISBON, PSC 807, Box 82, FPO AE 07629-0082. Do not consign to ITO. (CH)
- d. **INTRATHEATER:** Please make advance delivery arrangements and notify ITO of delivery. Do not deliver to base. No storage is available.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** Hard-lift area for Army (UB only). Air clearance, when required, will be obtained from the appropriate air clearance authority (ACA).

b. **NOTE 2:** Do not consign shipments or POVs for personnel assigned to American Embassy, Lisbon or Lajes Field, Azores to this Unit. Information on shipments for these units is contained in PPCIG for each respective unit.

c. **NOTE 3:** There are no AMC terminal facilities in mainland Portugal. Do not ship UB via DPM/AMC. ITGBL Code 8 is primary method for shipment of UB, only alternatives DPM/BF. Code 7 is not an alternative. (CH)

d. **NOTE 4:** **POVs:** Vehicles in and out of Portugal are being moved through the Global POV Contract and the VPC in Rota, Spain (port identification above). VPCs in CONUS and OCONUS have specific instructions on POV shipments to Portugal.

e. **NOTE 5:** Refer to record 96-1 PORTUGAL(PO) - GENERAL INSTRUCTIONS.



## CHAPTER 103

### 103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS

REVIEW DATE: 24 MAY 04

#### 1. SHIPMENT INSTRUCTIONS:

##### a. **WEIGHT RESTRICTIONS:**

###### (1) Army personnel:

(a) **Accompanied tour: E4 (greater than or equal to 2 years service) and above:** 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. **E4 (less than 2 years service) & below:** Full JFTR weight allowance.

(b) **Unaccompanied tour:** Weight allowance for single/unaccompanied personnel are in accordance with weights listed in PPCIG VOL II, Appendix V.

###### (2) Air Force personnel:

(a) **Accompanied tour:** 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. Personnel assigned to PSAB, see record 103-5.

(b) **Unaccompanied tour:** Weight allowance for single or unaccompanied personnel are in accordance with Air Force Supplement to the JFTR, Attachment 3, Notes 2: For unaccompanied members assigned to Hardlift Area, shipment of the 10 percent option by air, is authorized.

(3) **Navy personnel:** 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. **NOTE:** A weight restriction will not apply unless it appears in the member's orders. Refer to NAVSUP Pub 490 for detailed guidance or you can access the WEB PAGE: <http://www.sd.fisc.navy.mil/navsuphhg/vy.mil/navsuphhg/> or E-mail: [NAVTRANS\\_HHG\\_Helpline@NAVTRANS.navy.mil](mailto:NAVTRANS_HHG_Helpline@NAVTRANS.navy.mil).

b. **CONTAINER/CRATING REQUIREMENTS:** Ship HHG in type II shipping containers or other air eligible Government owned shipping containers. **NOTE:** Commercial Air shipments into King Khalid International Airport, Riyadh, Kingdom of Saudi Arabia must not exceed 148 cu. ft. Pack UB/UAB in containers not exceeding 200 lbs gross per container.

c. **HARD LIFT AREA:** Hardlift area for all military services. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

##### d. **UNACCOMPANIED BAGGAGE:**

(1) UAB shipments for members of the Defense Attache Office and the Marine Security Guard Detachment of the American Embassy, Riyadh, should be marked and consigned as follows:

American Ambassador  
US Embassy  
Employees full name  
Riyadh, Saudi Arabia  
Tel: 011-966-1-488-3800, EXT. 1512/1500

(2) UAB shipments for members of USMTM-AFELM-TAFT, AFELM SECURITY AST JD, SAO SAUDI ARABIA, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USA SUP ACT SAUDI, USCENCOM USMTM, USMC TAFT (Marines), DCMA, DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment, and 550<sup>th</sup> should be marked and consigned as follows: (CH)

HQ USMTM-PPSO

C/O Name of Agent/Contractor

ATTN: Name of Service Member

Riyadh, Eskan Village, Kingdom of Saudi Arabia

**NOTE:** Instructions for other UAB shipments should come from the sponsoring organization.

**e. UAB Shipments:**

(1) UAB shipments for USMTM-AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENCOM USMTM, USA SPT ACT SAUDI, DCMA, USMC TAFT (Marines), DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment, and 550<sup>th</sup>, route directly to King Khalid International Airport, Riyadh-RUH, Kingdom of Saudi Arabia. "Commercial Air Only". **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

**2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. **Administrative Weight Restriction Area:** Saudi Arabia is an administrative weight restricted area for all DOD personnel. Contact local gaining commander in Saudi Arabia for specific information if not included in PCS orders.

b. All personal property shipments for DOD personnel on PCS orders are cleared through Saudi Arabia customs under a special exemption (**EMBASSY ONLY**), All other shipments are subject to inspection and/or examination at the point of entry into the Kingdom. Saudi Arabia is a strict Muslim country and items shipped which are offensive to the Muslim religion may be confiscated and may subject the entire shipment to confiscation without retribution.

c. **Shipment of UAB/HHG/POV:** For shipments of HHG, UAB and POV, inform your outbound counselor when your actual arrival date will be into the Kingdom of Saudi Arabia, in order for your property to be available upon your arrival. The Personal Property Shipping Office cannot obtain clearance until you have arrived on station with a copy of your Passport and VISA. Also, you will receive your Saudi ID card (IGAMA) for the Ministry of Foreign Affairs. Heat damage can be extensive if property sits in the sun for weeks before your arrival.

d. **Shipping papers:** Saudi customs officials do not, repeat, not release shipments as duty free when they are misconsigned or when shipping papers identify the commercial agent as "notify party." Place member's PCS orders inside member's personal property shipping containers.

e. **Shipping Documentation Pouch Requirements:** Ensure PCS orders and DD1299's and related documents are placed inside the shipping containers.

f. **Responsible Transportation Office:** Transportation Office, USMTM, APO AE 09803 is responsible for the overall personal property shipment program, letters of intent, and shipping information in Saudi Arabia.

g. **Mail:** Saudi customs officials may open and inspect packages coming into the Kingdom. This includes packages coming through APO. It is illegal to import alcoholic beverages, pork products, firearms, non-Muslim religious material, or material deemed pornographic. Videocassettes sent through APO mail are subject to screening and confiscation. If considered unacceptable, tapes may be partially or completely erased, or destroyed. Books and magazines are also checked for "pornographic" pictures or politically sensitive material. Pages may be destroyed or removed if considered unacceptable. Record jackets, cassette labels, and compact discs may also be confiscated. To avoid confiscation, you may mail certain items via State Department pouch or include them in your HHG. (While HHG are subject to inspection, customs officials rarely open HHG shipments. You may send the following items by state department pouch: videocassettes (maximum ten per package, clearly labeled "video tapes"), DVD's, CD's, cassette tapes, prescription medications, and religious materials. Quantities should be limited. Pornographic material may not be sent through the pouch.

h. **Size Requirements:** The U.S. Postal Service has issued a size restriction on all parcel mail addressed to Saudi Arabia. It must fit in a mail sack. Therefore priority mail may not exceed 70 lbs. or 108 inches, measuring length and girth combined. Space available mail (SAM) may not exceed 70 lbs. or 100 inches, measuring length and girth combined.

i. **Restricted Items:** Saudi officials may restrict the importation of the following items: Books, printed materials, communication equipment, audio cassette tapes, video cassette tapes, DVD's, CD's and computer diskettes.

### 3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** You may not import alcoholic beverages.

b. **CIGARETTES/TOBACCO PRODUCTS:** Shipments of cigarettes/tobacco products between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** Pork products are prohibited.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Saudi Arabia recently increased the penalties for violating narcotic laws. Clearly labeled prescription drugs, in small quantities, should pose no problems. However, difficulties may arise if prescription drugs are shipped in large quantities, lack of clear labels or proper documentation (such as a copy of the prescription), or are considered illegal by Saudi authorities. You may wish to send prescription medications via pouch.

f. **OTHER:** Non-Muslim religious material or material of a sexual nature are prohibited.

### 4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** The Embassy Recreation Association (USERA) currently offers the following channels free of charge: CNN international; AFN Atlantic; AFRTS spectrum; AFRTS news/sports; and two local Saudi channels. Orbit

satellite service is also available for a monthly fee. Programs are broadcast in several different system formats, including, PAL, SECAM, and NTSC 3.58. Therefore, multi-system televisions are required to take full advantage of the program selection- USERA also operates an extensive VHS Video Club.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:**

a. You must have approval from the Saudi Ministry of Foreign Affairs to bring a pet into the Kingdom. Therefore, at least one week prior to the animal's arrival, you must notify GSO of the following information: breed, sex, color and weight of animal. (Dogs should be listed as "guard dogs"). You may send this information by e-mail to David Simons or Ali Jama Haid, or through front channel cable. With this information, GSO will prepare a diplomatic note for the foreign ministry. While this is normally sufficient, the note may be held by the foreign ministry until the actual processed documents are faxed (see paragraph 6.f.).

b. You should update your pet's vaccinations and obtain a USDA health certificate. (Rabies shots should be administered 30 days prior to your pet's arrival.) You may place several pets on one 3 certificate if you wish. Vets in the Washington, DC metropolitan area can be expensive, so you may wish to do this at your home leave address. If your pet has health problems or needs dental work, it is best to treat them as early as possible. You should do this at least 30 but not more than 10 days before arrival at post.

c. Before you can authenticate your pet's health certificate, it must be certified by the USDA. If you are not in the Washington, DC Area, check with your vet for the nearest USDA office. If you are in the Washington area, the locations are as follows:

USDA-APHIS

4700 River Road, Unit 39

Riverdale, MD 20737-1231

301-734-8383 or 8170

(This office is located off the beltway, use Kenilworth Ave. Exit).

OR

2568A Riva Road, Room 207

Annapolis, MD 21401

410-962-7726

OR

Washington Bldg., Suite 600

1100 Bank St.

Richmond, VA 23219

804-771-2774

d. After the health certificate is certified by the USDA, the State Department Office of Authentication's must authenticate it. That office is located at Colombia Plaza on 23rd Street (SA-1, phone: 1-800-688-9889 or 647-5002 or 663-3868). The office is located on the plaza or ground floor next to the drugstore. The office attaches a letter of authentication to your health certificates. Cost is \$4.00.

e. You must take the certified health certificate and letter of authentication to the visa entrance of the Saudi Embassy. It is located at 601 New Hampshire Ave., NW, a short walk from the authentication office, across from the Watergate plaza. You must obtain an official Saudi stamp on the health certificate. It may be necessary to leave the documents overnight. There is an \$8.50 fee, which you may pay in cash if you have the correct change. Otherwise you will need a money order or cashier's check made out to "the Royal Kingdom of Saudi Arabia" or "the Embassy of Saudi Arabia." Be aware that the Saudi Embassy closes for extended periods of time for the Eid and Hajj religious holidays.

f. After your USDA certificate is authenticated by the State Department and stamped by the Saudi Embassy, fax copies of all these documents to the GSO/customs & shipping section in Riyadh, 011-966-1-488-7939. The section will prepare a diplomatic note for the Ministry of Foreign Affairs. The MFA will endorse the diplomatic note, directed to the Director of Airport Customs. This can take up to four days.

g. If you do not follow the process described above, airport authorities will not release your pet until checked by a Saudi veterinarian. You may want to avoid arriving on the Saudi weekend, which is Thursday and Friday, as the vet does not work on these days. If your pet is not accompanied, it will be held at the airport for up to four hours until a vet can check it. There is no charge for this service.

h. Reminder: Your pet must have reservations with the airline and you must bring all their documents with you to the airport. Be prepared to pay for your pet's passage when you arrive at the airport. Currently, you may only pay for pet travel at the counter -- it cannot be prepaid. Most airlines require that your pet travel in a sturdy cage with strong bolts and air ventilation on three to four sides of the cage. All cages must have a water dish. A piece of old carpet fixed to the bottom of the cage allows your pet to dig in claws and hold on tight when transported.

i. If you plan to book your pet inside the cabin, please check well in advance with the airline. The availability of this option is normally limited and the airline may have additional requirements concerning the date of the health certificate and other documentation.

j. If the pet is sent by airfreight, the shipment should be consigned as follows:

American Embassy  
Riyadh, Saudi Arabia  
Contact Tel: 488-3800, EXT 1512/1500

k. If you send a dog by airfreight, the description of the shipment in the airway bill should state that it is a "guard dog."

l. If shipping a pet by airfreight, please notify GSO, as soon as transportation arrangements are made, of the following: airline, flight number, and airway bill number assigned to the shipment.

7. **PRIVATELY OWNED FIREARMS (POFs)**: It is illegal to import or possess weapons.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: (includes information on prohibited vehicles, colors, etc.)

(1) Active duty personnel, other than Defense Attache Office personnel and the US Embassy Marine Security Guard Detachment Commander, are prohibited from importing privately-owned vehicles. Open bed pickup trucks cannot be registered to non-Saudi and should not be shipped. Do not ship a pickup truck as a POV. If a yellow sedan is shipped, Embassy guidance should be sought prior to shipment as this color is reserved for taxis in Saudi Arabia, so it is discouraged. All types of vehicles can be shipped, but spare parts are still difficult to obtain for pre 1988 vehicles. There are no specific safety standards imposed by Saudi Arabian Government.

(2) Shipments of POV should not, repeat, not be scheduled to arrive at Post prior to employee's arrival. Post cannot obtain clearance until employee arrives and is granted an identification card by the Saudi Ministry of Foreign Affairs. Saudi Arabian Customs do not, repeat, do not release shipments as duty free shipments when shipments are misconsigned.

(3) **Drivers License:** Women may not repeat not legally drive in Saudi Arabia. Therefore, Saudi police will only issue diplomatic driver's licenses to men. Prior to applying for a drivers license, you must obtain your Saudi ID card (IGAMA). To qualify for a diplomatic driver's license, you must have a valid, repeat, valid driver's license, preferably one issued in the United States. When applying for your driver's license, you must submit four (4) non-glossy, non-Polaroid black/white or color photos (1 x 1 in). If you do not have a valid driver's license, but would like to obtain one in Saudi Arabia, you should be prepared to take driving courses and/or driving exams. While women are not permitted to drive in Saudi Arabia, they may import and register a vehicle. However, hiring a driver is expensive, so most female employees rely on the embassy's extensive motor pool operation for transportation.

(a) Surface shipments of POV should be sent directly to Riyadh dry port via Port of Dammam. Freight should be prepaid through to Riyadh dryport.

(b) For surface shipments please note the following:

(1) Do not pack motor vehicles and HHG in the same containers.

(2) Dammam Port and Riyadh dry port handle 20 foot and 40 foot containers.

(d) Post request that all shipments destined for Riyadh are sent directly through to Riyadh. To do this, please follow these instructions precisely:

(1) The consignee block of the OCB/L must be completed as shown in para 8.a.3(3) above.

(2) The notify party block of the OCB/L must remain blank or show "same as consignee."

(3) The port of discharge block of the OCB/L must show "Dammam."

(4) The place of delivery block of the OCB/L must show "Riyadh dry port."

(4) Embassy HHG and POV shipments should be marked and consigned as follows:

American Ambassador  
c/o American Embassy  
Diplomatic Quarter  
Riyadh, Saudi Arabia  
ATTN: GSO; Tel: 488-3800, EXT 1512/1500  
FOR ()

(5) **USMTM Personnel:** Units/personnel sponsored by USMTM (AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENCOM USMTM, DCMA, USMC TAFT (Marines), DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment, and 550<sup>th</sup>. Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. HHG are not authorized via Surface Mode. POV's are prohibited.  
**ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS. (CH)**

- **Important instructions for CONUS locations:** Use DPM International Commercial Air Rates (DPM Code HF or BF).

- **Important instructions for Overseas locations:** Use OTO Code 8 or Code 6 as an alternative mode of shipment.

- **Markings:** See General Instructions pg 103-1, para 1d(2).

(6) The shipment should be routed through Port of Dammam to Riyadh dry port. Means of transportation from Dammam Seaport to Riyadh dry port must be stated on the OCB/L as "via railways customs terminal (RCT)."

(7) Forward original OCB/L directly to: (CH)

General Service Office  
U.S. Embassy, Unit 61307  
APO, AE 09803-1307

Or via registered international airmail to:

General Service Office  
U.S. Embassy  
P.O. Box 94309  
Saudi Arabia  
ATTN: Customs & Shipping

(8) **Neighboring posts:** Posts in neighboring countries (Jordan and GCC countries) may send shipments of HHG and POVs overland. If a post decides to send shipments overland, it should submit the following information at least three workdays prior to release.

(a) Full description of the truck designated to carry the shipment.

(b) Truck license plate number.

(c) Driver's name and nationality.

(d) Driver's passport number.

**NOTE:** This information will help post obtain customs clearance approvals and border crossing permits in a timely manner. Post suggests caution in sending shipments overland, as the shipments are more likely to be opened and inspected.

(8) **Customs clearance process:** It normally takes two to four weeks for UAB shipments to arrive in country, while HHG shipments generally take two to four months, depending on the origin of the shipment, routing, and other factors. Post can not, repeat, not pre-clear UAB, HHG, or POV shipments before they arrive in country. Nor can post begin the clearance process until after the member has arrived and received their ID card. (ID cards, or IGAMA, are usually received about two weeks after arrival.) It normally takes two weeks to finalize customs formalities, following receipt of the IGAMA. GSO will contact you to schedule delivery once your shipments clear customs. For military and DOD members, a clear copy of the passport, visa, and a Mission Relations Letter is required prior to clearing customs for HHG's and UAB thru King Khalid International Airport.

(9) **Vehicles:** No age or manufacturer restrictions apply to mission vehicles.

(10) Motor vehicles manufactured by American motors, previously on the boycott list, can now be imported. Also, Ford motor vehicles can be imported and are locally available, but spare parts are as yet difficult to obtain. General motors vehicles and services are available, as are Chrysler products, but the latter are in less plentiful supply. Also do not, repeat, not import a POV with tinted glass windows. Vehicles with tinted glass windows cannot be registered unless the tint is removed. The Saudi Arabian Customs may require proof of ownership upon clearance. Copies of vehicle titles translated into Arabic or English should be sent to Post.

b. **MOTORCYCLES/MOPEDS:** If you wish to send a motorcycle (**EMBASSY ONLY**), do not include it in your HHG shipment. Motorcycles must be shipped separately and described in the bill of lading. Particulars required are: year/type/make, engine number, and chassis number.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gas is now available in the Kingdom of Saudi Arabia. There is no longer, repeat, no longer any need to remove the catalytic converter.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) **Motor Vehicle Insurance:** Motor vehicle insurance coverage is not mandatory in Saudi Arabia. However, post strongly recommends that you carry insurance on your motor vehicle. Motor vehicle insurance may be purchased locally at reasonable rates.

(2) **Motor Vehicle Service and Spare Parts:** Service and spare parts are available for most popular vehicle brands. However, spare parts for vehicles more than fifteen (15) years old may be difficult to find.

(3) **Motor Vehicle Inspection:** There are two types of vehicle inspections.

(a) **Standard Conformity Inspection:** Imported motor vehicles should be inspected soon after clearing Customs. The Saudi Arabian Standards Organization (SASO) inspects vehicles to ensure that they meet Saudi specifications. The inspection is simple and almost all vehicles pass. Technicians check safety belts, lights, exhaust pipes, and other areas of the vehicle. When a vehicle passes inspection, SASO issues a certificate of



inspection for use in registering the car. SASO does not charge a fee for inspecting mission vehicles.

(b) **Road Safety Inspection:** Annual motor vehicle safety inspections are mandatory in Saudi Arabia. The inspection fee is about \$20.00. (New vehicles, in the current year of manufacture, are exempt.) When a vehicle passes inspection, a circular sticker is placed on the windshield and a computer-generated, one-year certificate is issued. Saudi police require vehicle owners to have a valid copy of the inspection certificate when applying for issuance/renewal of vehicle registration, ownership transfer, or export permit.

e. **OTHER:**

(1) **Pickup Trucks:** Do not, repeat, not ship a pickup truck as a POV. Pickup trucks can not be registered to non-Saudies.

(2) **Motor Vehicle Color:** Do not, repeat, not ship a yellow vehicle. Yellow is reserved for taxis. If you import a yellow vehicle, it will be repainted at your expense.

(3) **Vehicles With Tinted Glass:** Do not, repeat, not ship a vehicle with a tinted windshield or with tinted front side windows. Motor vehicles that have tinted glass on either the windshield or the front side windows can not be registered with the Saudi police until the tint is removed. Rear windows and rear side windows may be lightly tinted, as long as the tinting does not interfere with the driver's ability to see objects behind him or with Saudi security concerns. To determine if your tinting is acceptable, stand 15 to 30 yards behind the vehicle. If you can see well inside the car, then your rear window tinting is okay. If you cannot see into the car, the vehicle will most likely fail the Saudi inspection.

(4) **Vehicle Titles:** Saudi officials require proof of ownership before clearing vehicles through customs. Please send or bring a copy of your vehicle title to post. The title must be in English or Arabic. If your title is not in English or Arabic, please have it translated before coming to post.

(5) **Vehicle Registration and License:** The process of licensing a vehicle with diplomatic (CD) tags normally takes two weeks. You must pay the registration fee, which is about \$8.00.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:**

a. Religious or sexually related material. Video cassettes sent through the regular APO mail or shipped as HHG's or UAB will be confiscated and viewed to ensure they are morally acceptable. If unacceptable, they will be erased entirely or in part and then are usually returned to the addressee. If mailing tapes to post, either send via registered APO or send a maximum of two tapes per package via state department pouch clearly marked "video tapes" to avoid confiscation. Books and magazines are also checked for "pornographic" pictures or politically sensitive material and pages may be destroyed or removed if determined to be unacceptable. Record jackets, cassette labels, and compact discs are also subject to confiscation.

b. **Public Behavior:** Anyone entering Saudi Arabia should be aware that Islamic Law is the foundation of the Kingdom's conservative customs and practices. Pork products, alcohol and items deemed pornographic are strictly forbidden. The norms for public behavior and dress are extremely conservative. For example, Saudi women are veiled and must wear a full-

length black covering known as an Abayya. Guidance issued by the Saudi Embassy in Washington states that non-Muslim women are not required to wear an Abayya, but should dress conservatively (loose-fitting dresses that cover well below the knee, with long sleeves and a high neckline). The embassy echoes this guidance and embassy women do not, repeat, not wear Abayyas when out on official business. However, many western women, particularly those living in the Riyadh area and the more conservative central region, choose to wear an Abayya and carry a head scarf in order to avoid harassment by the religious police (known as the mutawwa'in). Even with the Abayya and scarf, harassment may still occur. When in public, embassy personnel and dependents should dress conservatively. Men should wear long pants and avoid shorts or sleeveless shirts. Women should wear dress in accordance with the above guidance and avoid trousers when out on official business.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBS, AMATEUR/HAM RADIOS AND MARS EQUIPMENT:** Importation of any item containing a transmitter, including remote control airplanes is prohibited.

b. **DISH ANTENNAS:** It is illegal to import dish antennas and receivers (they are locally available).

c. **CORDLESS PHONES:** It is illegal to import cordless phones (clearance must be obtained in advance from Ministry of Communication of Saudi Arabia.)

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:**

a. Retired/separated personnel are responsible for customs clearance of their personal property and POVs with the Saudi Arabian custom officials at the port of arrival prior to onward movement. The US Embassy, Riyadh, cannot assist with customs clearance for other than assigned Embassy personnel. Shipments for retired/separated personnel should not be consigned to the Embassy.

b. Retired/separated personnel's shipments should be shipped via ITGBL Code 6 OTO for HHG; Code 8 OTO for UB. Consign to member at final destination. Annotate PPGBL: "Carrier contact PPSO, USMTM Riyadh, Saudi Arabia, prior to delivery or placing in storage." PPGBL for all Code 6 and 8 shipments should list name of carrier's destination agent, address, and telephone numbers in Saudi Arabia. Member must provide local address and telephone contact to the appropriate PPSO immediately upon arrival in Saudi Arabia.

c. Retirees may import privately owned vehicles. Private arrangements for customs clearance and payment of duty must be made after coordination with the appropriate PPSO. POVs should be shipped, containerized if possible, to the Port of Dammam or Jeddah.

13. **OTHER:**

a. **VISAS:** You must have a visa to enter Saudi Arabia. When you apply for your Saudi visa, please request a Diplomatic Visa annotated as an assignment visa, repeat, an assignment visa. Dependents require diplomatic visas annotated as resident visas. Neither you nor your dependent(s) should be issued a visitor's visa. Please check your passport before traveling to ensure that you have the correct visa. If you are not certain that you have the correct visa, please fax a copy of it to Human Resources for review. The

fax number in Human Resources is 011-966-1-488-7765. If possible, bring with you a copy of the visa request submitted to the Saudi Embassy. An incorrect visa may cause long delays in customs processing of unaccompanied air baggage (UAB) and household effects (HHG). Also no resident ID (IGAMA), multiple exit reentry permits, or driver's license can be issued to you or your dependents unless you have, the correct visa.

b. **VISAS FOR DOMESTIC HELP:** Domestic workers in Saudi Arabia require a work visa. To obtain a work visa, domestics must be "sponsored" by their employers. According to Saudi regulations, the Embassy cannot arrange sponsorship for your domestic worker prior to your arrival. When you arrive in Riyadh, the Human Resources Office will first obtain resident permits (IGAMAs) for you and your family. Only when you have your IGAMA will Human Resources be able to apply for your domestic's work visa. Processing time for the work visa ranges from two to four weeks. To facilitate processing of the work visa, you should bring a copy of your domestic's passport and two passport size photos of him/her (black/white matte). Generally, the Saudi Government does not grant work visas for single female domestic help under the age of thirty years. The Ministry of Foreign Affairs allows entry of one domestic for each direct-hire American employee.

c. **PHOTOS:** Please bring four(4) non-glossy, color photos (2 x 3 in) for your Saudi residence permit (IGAMA). Children 17 years of age and under must be photographed with their mother. Men who wish to obtain a Saudi driver's license should also bring four(4) non-glossy, non-Polaroid black/white or color photos (1 x 1 in). The photos employees obtain at the Department of State during consultations are usually not, repeat, not acceptable for the IGAMA, but may be used for the driver's license and other documentation requirements. Photos may be obtained locally in Riyadh, if you prefer. Photo expenses may be claimed on your travel voucher.

d. **EMBASSY COMPUTER SOFTWARE APPLICATIONS:** The embassy uses a Windows NT local area network for its unclassified computing needs. The PC client operating system is Windows NT 4.0 for workstations on both the unclassified PCs and classified PCs. The software, Microsoft Office PRO 97, includes Word 97 for Word Processing; Excel 97 for spreadsheet applications. Outlook 97 for e-mail, contacts and scheduling; Accesses 97 for databases; and PowerPoint 97 for presentations. Post recommends you have training on this system before arrival in Riyadh.

e. **HOUSING:** All embassy personnel reside in the diplomatic quarter, within one half mile of the Chancery. You will occupy either an FBO townhouse (American designed and built) or a government leased townhouse. All housing is furnished and is assigned by post's interagency housing board on the basis of rank, family size and availability. Ordinarily, you should move directly into your assigned housing upon arrival at post. All residences are air conditioned and are furnished with the following: Refrigerator, freezer, range, oven, microwave oven, water dispenser, washer/dryer, vacuum cleaner, and a complete set of basic furniture, including one set of plastic patio furniture. Post does not provide computer stands, microwave carts, reclining chairs, card tables, or other specialized furniture. Please plan for your individual needs accordingly. Storage space is limited. Post does not provide extra storage space for personal effects that will not fit in your assigned housing. Upon arrival, you will receive a hospitality kit containing basic household items, such as dishes, cooking utensils, iron, ironing board, and linens. The welcome kit should be returned to GSO upon arrival of your UAB shipment.

f. **SCHOOL:** The American International School - Riyadh (AIS-R) is a private school with an application and registration process similar to that

of a private school in the United States. The Community Liaison Officer will inform the school in advance of the number of new students to expect and their approximate grade, but children must be physically present in Riyadh to register. Applications are not accepted through the mail or from a second party. All records and transcripts from schools previously attended must be presented in person to the registration office. Post recommends all documents be hand carried. Entrance testing to determine grade placement is required. In addition to AIS-R, Riyadh has a Multinational School and schools that offer British, French, and German curricula.

g. **STORAGE SPACE:** As previously indicated, storage space is limited. Be advised that storage areas are limited in post housing and no commercial storage facilities are available. Discretion should be used in selecting which HHE items you send to post.

h. As per Department's recommendation (State 178721) and post policy, Embassy Riyadh is a smoke free work place.

i. If we can be of any further assistance in making your move smoother or if you have questions that were not covered. Please feel free to address such questions to either the Human Resources Officer or Community Liaison Officer at one of the following addresses:

VIA APO: American Embassy, Unit 61307, APO AE 09803-1307

VIA POUCH: American Embassy 6300 Riyadh PL(DOS), Department Of State,  
Washington DC 20521-6300

VIA INTL MAIL: American Embassy, P.O. Box 94309, Riyadh 11693, Saudi Arabia

OR

BY FAX 011-966-1-488-7765/488-7939

You may also send questions or receive further information by sending an e-mail to GSO.

103-2 AMERICAN CONSULATE, JEDDAH, SAUDI ARABIA(SA)

REVIEW DATE: 24 MAY 04

MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** SFDK
- b. **DODAAC:** HHAS1S
- c. **POC:** 011-966-2-667-0080, EXT 4336 or 4273 (CH)
- d. **E-MAIL:**
- e. **TWX:** AMCONSUL JEDDAH SA//GSO//
- f. **MAIL:** GENERAL SERVICES OFFICER  
AMERICAN CONSULATE GENERAL JEDDAH  
APO AE 09811

(FOR SHIPMENTS FOR PERSONNEL ASSIGNED TO THIS LOCATION ONLY).

- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- h. **APOD:** Jeddah, King Abdul Aziz Intl AP, SA-JED  
**WPOD:** Jeddah, SA-PP1
- i. **DSN:** None **COMM:** 011-966-2-667-0080, EXT 4336
- j. **FAX:** **DSN:** None **COMM:** 011-966-2-669-3082

2. CONSIGNMENT INSTRUCTIONS:

a. **DPM HHG, DPM BAGGAGE:** Ship via DPM International Commercial Air only. Consign to American Consulate General, Jeddah, SA, via King Abdulaziz International Airport, only when owner is a member of the Marine Security Guard Detachment. Mark for member. Mail documentation in accordance with Note 1.

b. **ITGBL HHG AND BAGGAGE:** None

c. **PARCEL POST:** Do not consign to Consul General, American Consulate, Jeddah. Consign to member or member's agent c/o local address or unit of assignment.

3. SPECIAL INSTRUCTIONS:

a. **NOTE 1:** Mail one set of advance documentation to American Consulate, ATTN: GSO, APO AE 09811.

b. **NOTE 2:** Refer to record 103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS.

103-3 AMERICAN EMBASSY, RIYADH, SAUDI ARABIA(SA)

REVIEW DATE: 24 MAY 04

MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** SFDL
- b. **DODAAC:** HHAS1S
- c. **POC:** 011-966-1-488-3800, EXT 1512 (CH)
- d. **E-MAIL:**
- e. **TWX:** AMEMBASSY RIYADH//GSO//
- f. **MAIL:** GENERAL SERVICES OFFICER  
AMERICAN EMBASSY RIYADH  
UNIT 61307  
APO AE 09803-1307

(FOR SHIPMENTS OF PERSONNEL ASSIGNED TO THIS LOCATION ONLY)

- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- h. **APOD:** Riyadh King Khalid Intl AP, SA-RUH  
**WPOD:** None
- i. **DSN:** None **COMM:** 011-966-1-488-3800 EXT 1510
- j. **FAX:** **DSN:** None **COMM:** 011-966-1-488-7939

2. CONSIGNMENT INSTRUCTIONS:

a. **DPM HHG, DPM BAGGAGE:** Ship via DPM International Commercial Air only. Consign to American Embassy, Riyadh, SA, via King Khalid International Airport only when owner is a member of the DAO or the Marine Security Guard Detachment. Mark for member. Mail documentation in accordance with Note 1.

b. **PARCEL POST:** Consign to member at American Embassy, APO AE 09803-1307.

3. SPECIAL INSTRUCTIONS:

a. **NOTE 1:** Mail one set of advance documentation directly to American Embassy, ATTN: GSO, APO AE 09803-1307 via registered air mail. International mail address is US Embassy, P.O. Box 94309, Riyadh, 11693, SA, ATTN: Customs and Shipping.

b. **NOTE 2:** Embassy has been successful in the past in clearing all HHG and UB for personnel assigned to the Embassy without customs search. Therefore, video tapes may be shipped this way.

c. **NOTE 3:** Refer to record 103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS.

103-4 US MILITARY TRANSPORT MISSION, RIYADH, SAUDI ARABIA(SA)  
REVIEW DATE: 04 AUG 03 MULTI-SERVICE

1. **GENERAL:**

a. **GBLOC:** SWAP

b. **DODAAC:** W90C9A

c. **E-MAIL:** [tmo@usmtm.sppn.af.mil](mailto:tmo@usmtm.sppn.af.mil)

d. **TWX:** USMTM RIYADH SA//PPSO//

e. **MAIL:** USMTM  
UNIT 61300 BOX 2  
ATTN PPSO  
APO AE 09803

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** AE 09803 (HQ USMTM, Eskan Village, Riyadh and OPM-SANG, Riyadh); AE 09809 (Khamis Mushayt); AE 09810 (Tabuk); AE 09811 (USMTM Jeddah); AE 09852 (Eskan Security Forces Detachment); AE 09858 (USMTM Dhahran, Jubail) - Send to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. (CH)

g. **APOD:** Riyadh-RUH (King Khalid International Airport, Riyadh, Kingdom of Saudi Arabia) (for 2c. and d. listed below) (CH)

**WPOD:** None.

h. **DSN OUTBOUND:** 318-435-7078 **COMM:** 011-966-1-478-1100 EXT 435-7078  
**DSN INBOUND:** 318-435-7077 **COMM:** 011-966-1-478-1100 EXT 435-7077

i. **FAX:** **DSN:** 318-435-7080 **COMM:** 011-966-1-478-1100 EXT 435-7080

2. **CONSIGNMENT INSTRUCTIONS:**

a. **DPM HHG, DPM BAGGAGE:** CONUS - **Primary Code Mode:** Ship via DPM International Commercial Air (Code HF or BF). Consign to USMTM-PPSO, Riyadh, KSA, Mark for USMTM, c/o Contractor, M/F member and unit of assignment. **If no rates are available, request OTO Code 6 or Code 8.** This is an International commercial gateway only. Do not forward any shipments through Dover AFB, DE or from any other AMC channel. (CH)

b. **ITGBL:** OCONUS Locations - **Use OTO Code 6 and Code 8 ONLY.** Consign to USMTM-PPSO, Riyadh, KSA, Mark for USMTM, C/O Destination Carrier Agency, M/F member and unit of assignment.

c. **Office of the Program Manager, Saudi National Guard - OPM-SANG:** Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. All personnel must have valid Passport and VISA to clear personal property through Saudi customs. **IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: [tmo@usmtm.sppn.af.mil](mailto:tmo@usmtm.sppn.af.mil) FOR PROPER ROUTING INSTRUCTIONS.** (CH)

- **Important instructions for CONUS locations:** Use DPM International Commercial Air Rates (DPM Code HF or BF).

- **Important instructions for Overseas locations:** Use OTO Code 8 or Code 6 as an alternative mode of shipment.

- **Markings** - See General Instructions pg 103-1 para 1d(2).

d. **HQ United States Military Training Mission - USMTM PERSONNEL:**

Units/personnel sponsored by USMTM (AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENCOM USMTM, USA SUP ACT SAUDI, USMC TAFT (Marines), DCMA, DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment and 550<sup>th</sup>). Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. All personnel must have valid Passport and VISA to clear personal property through Saudi customs. **IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

- **Important instructions for CONUS locations:** Use DPM International Commercial Air Rates (DPM Code HF or BF).

- **Important instructions for Overseas locations:** Use OTO Code 8 or Code 6 as an alternative mode of shipment.

- **Markings** - See General Instructions pg 103-1 para 1d(2).

e. **PARCEL POST:** Do not consign to PPSO, Riyadh. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Do not send any unaccompanied baggage shipments by surface mode (oceanic carrier/water transport). It will cause extensive delays through customs.

b. **NOTE 2: Container/Crating Requirements:** Commercial Air shipments into King Khalid International Airport - Airport Code: RUH, Kingdom of Saudi Arabia **must not** exceed 148 cu ft., to avoid severe damage to member's personal property shipment. Provide crating instructions to local agent/contractor. (CH)

c. **NOTE 3:** Do not route any shipment's to Dover AFB, DE. All personal property shipments must be routed via commercial air only. (CH)

d. **NOTE 4:** Prince Sultan Air Base, Kingdom of Saudi Arabia (APOD: AKH) deactivated effective 4 Aug 03. Refer to record 103-5 for any additional information. (CH)

e. **NOTE 5:** Refer to record 103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS.



103-5 PERSONAL PROPERTY SHIPPING OFFICE, PRINCE SULTAN AB, SAUDI ARABIA (SA)  
REVIEW DATE: 24 MAY 04

1. GENERAL:

- a. GBLOC: SWFL
- b. DODAAC: FB4833
- c. DEACTIVATED EFFECTIVE 4 August 2003.
- d. HQ USMTM is responsible for all shipments coming into and out of Saudi Arabia. See page 103-4 for consignment instructions.
- e. For American Embassy, Riyadh, KSA and American Consulate, Jeddah, KSA: see page 103-2 and 103-3 for consignment instructions.